

Instructions for Posting and Updating Charters in NODIS

NPD 1000.3C, dated February 15, 2007, only contains charters for the three Agency-level management council (i.e., the Strategic Management Council, the Program Management Council, and the Operations Management Council). All other Agency-level charters for boards and panels will be published and accessible from the NASA Charters page in the NODIS Library.

NASA CHARTERS

Charters establish councils, boards, committees, and panels mandated by statute, the NASA Administrator, or Officials-in-Charge of Headquarters Offices. To the extent that a group is established by law, directive, or other authority, the charter cites specific authority.

- Council, board, committee, and panel chairs shall ensure meeting preparation, efficiency, and follow up on actions. Members are expected to attend and participate in scheduled meetings. The respective charters shall have provisions for sunset dates and periodic critical assessments of performance.
- Councils - Councils will only be established in areas of Agencywide (corporate) significance, supporting topics with responsibilities that cross several organizations. The activities addressed by a council will warrant Chief or Associate/Assistant Administrator-level participation. Councils will be chaired by Officials-in-Charge of Headquarters Offices.
- Boards - Boards will only be established in areas of Agencywide (corporate) significance, supporting topics with responsibilities that cross several organizations. The activities addressed by the board will warrant Deputy Chief or Deputy Associate/Assistant Administrator-level participation.
- Committees and Panels - Committees and panels will only be established as supporting activities for councils and boards, or to address significant topics as requested by Mission Directorates or Mission Support Offices and will still require Associate/Assistant Administrator or Deputy Associate/Assistant Administrator-level participation.

To post or update charters, please –

- 1) submit a hard copy of the charter, with the Chair's approval and the Office of the General Counsel's concurrence to Nanette Jennings, room 4J69, and
- 2) send electronic copies of charters to nanette.jennings@nasa.gov.

Charters must contain the following standard paragraphs:

NAME OF CHARTER

1. PURPOSE

2. APPLICABILITY/SCOPE

3. AUTHORITY

4. FUNCTIONS

5. MEMBERSHIP

6. MEETINGS (OPTIONAL)

In all cases, meetings can be held at the call of the Chair. The meetings paragraph should be included if meetings are suppose to occur a specific number of times a year (or on specific dates.)

7. DURATION (OPTIONAL)

Unless otherwise specified the charter will continue until the chair cancels or amended it.

8. MEASUREMENT

This paragraph must include specific metrics that address outputs, outcomes, impacts, and/or levels of customer satisfaction appropriate to the subject. Good metrics will respond positively to the following criteria:

- a) Validity - Does it, with reasonable fidelity, measure results due to NASA action?
- b) Selectivity - Will it accurately discriminate between poor, good, and extraordinary performance?
- c) Applicability - Can measurements be reasonably substantiated and supported by available data?

9. RECORDS

Identifies who is responsible for maintenance of the charter.

See example on next page.

ENGINEERING MANAGEMENT BOARD

1. PURPOSE

1.1 This charter establishes the NASA Engineering Management Board (EMB) and sets forth its functions, membership, meetings, duration, assessment, and records disposition.

1.2 The EMB is established to provide advice, counsel, and make recommendations for consideration by the Chief Engineer relating to maintaining and improving all aspects of engineering capability in order to ensure engineering excellence within NASA.

2. APPLICABILITY/SCOPE

This charter applies to NASA Headquarters and all NASA Centers, including Component Facilities.

3. AUTHORITY

National Aeronautics and Space Act of 1958, as amended, 42 U.S.C. 2473 (c) (1), Section 203 (c) (1).

4. FUNCTIONS

4.1 The EMB will provide guidance for development, coordination, review, assessment, and deployment of Agency engineering activities related to policies, standards, methods, capabilities, and training.

4.2 The EMB will serve as a focus for continual improvement of engineering activities within NASA through the continuous capture, dissemination, and utilization of corporate knowledge gleaned through internal Agency activity, as well as through benchmarking activities of external organizations.

4.3 The EMB will annually review and provide input to the Office of the Chief Engineer's Functional Leadership Plan, including definition of related technical metrics. It will also periodically assess the status of existing programs sponsored by the Office of the Chief Engineer and make recommendations on objectives, scope, approach, and related items.

4.4 The EMB may charter ad hoc working groups as needed to guide Agencywide policy and approach in specific technical areas. The EMB will periodically (at least annually) assess their progress and approve continuance, if appropriate.

4.5 The EMB will serve as an advocate and focal point for support to independent technical reviews of NASA programs, technology, and advanced development activities as requested by the Administrator, the Program Management Committee, or the NASA Chief Engineer.

5. MEMBERSHIP

5.1 The members of the EMB are:

a. Chief Engineer, Chairperson.

- b. Deputy Chief Engineer, Engineering Policy and Requirements.
- c. Mission Directorates' Senior Engineering Official (as defined by each Mission Associate Administrator).
- d. All NASA Center officials responsible for developing and maintaining the engineering capability that supports the Centers' mainstream programs and projects (as defined by each Center Director) and the Jet Propulsion Laboratory (JPL) Principal Engineering Official.
- e. Chief Safety and Mission Assurance Officer.
- f. Director, Facilities Engineering Division (Headquarters).
- g. EMB Executive Secretary (as appointed by the Chair).
- h. Jet Propulsion Laboratory (JPL) Principal Engineering Official is invited to participate as a nonvoting advisory member who may provide advice and recommendations to the Board but who does not have deliberative or consensus-building authority.

5.2 The Chief Engineer will determine additional attendance at meetings and may designate temporary members or invite other representatives at any time, including representatives from industry, academia, international partners, national labs, and other Government agencies.

6. MEETINGS

The EMB shall meet at the call of the Chair and at least semiannually. The Office of the Chief Engineer will establish the agenda in consultation with the members.

7. DURATION

The EMB will remain in existence at the discretion of the Chair.

8. MEASUREMENT

The EMB will provide an annual report of accomplishments to the NASA Operations Council for assessment of performance.

9. RECORDS

The NASA Chief Engineer is responsible for the maintenance of this charter and all other records associated with the EMB.